

Workplace Wellness



Workplace Wellness: Action Plan

Once you've decided on your priorities for your workplace wellness plan, the next step is developing a specific action plan to implement the program you've selected. The action plan would include:

- The overall goals and objectives of your wellness program
- Specific recommendations on strategies to implement (these need to be clearly stated and measurable)
- The chosen activities
- The staff, resources and materials needed to make it happen
- The time frame for completion
- The evaluation plan to measure results

The action plan can also be used as part of a presentation to sell management on your wellness program and create interest for the specific strategies and activities you plan to implement.

Sample Action Plan

Recommendations: Strategies to Implement	Activities	Materials, Resources and Personnel	Time Frame	Evaluation Method
Provide an incentive-based program to encourage activity.	-Walking "Challenge"	-Walking teams -Team Captains -Pedometers -Recording sheets	3 months May-July	-Pre/post survey of activity levels
Offer low-cost, healthful food options in vending machines, snack bars and break rooms.	-Inventory current options -Increase healthy vending options	Mary Smith	4 months January-April	-Count of healthy food options before and after the initiative
Support physical activity during the workday	-Implement company policy on use of break and lunch time for activity	-Wellness workgroup -Staff input -Management sign-off	1 month January	-Policy in place -Question on an annual survey